



Linton(s) Parish Council

LINTON GORSLEY & BROMSASH NEIGHBOURHOOD DEVELOPMENT PLAN (LGB NDP)

Minutes of Steering Group Meeting
on Thursday 22nd February 2018, 08.30pm
At Gorsley Village Hall (Committee Room)

Attended: Andy Reeves; Jane Reeves; Luci Watkins; Chris Stafford; Tony Chaloner; Andy Toner; Richard Baker; Jennifer Baker; Terry Jackson; Nick Jones; Suzie Keown-Boyd; Peter de la Billiere; Bridget de la Billiere; Elizabeth Malcolm

Apologies received: Penny Carpanini; Sacha Morley; Lucy Godfrey-Porter; Paul Crumpton; Jon Lanceley.

1. **LW welcomed** all to the meeting and gave a brief summary of events and actions to date.

2. **Steering Group**

It was established that 7 attendees were from Linton and 4 from Gorsley. The importance of ensuring all 3 villages are represented and noted that 2 people had been expected from Bromsash.

a. Terms of Reference, copies of the PC approved Terms of Reference were circulated and will be placed on website for access.

b. Election of officers:

i. Chair - Luci Watkins. Proposed by SKB 2nd AR

ii. Vice Chair - Suzie Keown-Boyd. Proposed by LW, 2nd JR

iii. Sec/Finance - Parish Clerk (Elizabeth Malcolm) Proposed LW, 2nd JR

c. Declaration of Interests - EM circulated a sign-in sheet and asked all to ensure they had entered relevant details to ensure transparency.

3. **Meeting Dates:** to be held on 4th Thursday of each month at Gorsley Village Hall at 7:30pm. 22nd March; 26th April; 24th May; 28th June; 26th July; 23rd August; 27th September; 25th October; 22nd November. To be published on website.

4. **Communications-**

a. Parish Council - will receive a written report at each PC meeting against a standing agenda item. This will be published on website. It was noted that LW, AR, NJ & SM are all Parish Councillors which will further facilitate communication.

b. Parishioners and landowners - LW advised that The Chimes were able to guarantee a half-page slot for LGB NDP upon payment of £180 for the year. It was unanimously agreed that this should be accepted to ensure wide distribution of information.

Working Group - JR, SKB, TC and CS agreed to form a working party to develop a communication plan.

5. **HCC NDP Department** - The standard Service Level Agreement proposed by HCC was circulated (and to be available via website). The document to be presented to next PC meeting for signature.



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Agreed to invite Stephanie Kitto our allocated NDP officer to attend the May Steering Group meeting.

6. **Project Plan** - LW circulated a draft Project Plan. It was noted that most of Stage 1 is now complete. The draft to be available via website and updates when available. The Project Plan is a guide and will evolve as we move through the process.

Working Group - LW to continue refining.

7. **Consultant services** - it was recognised that professional help is required for possible surveys, planning a presentation, drafting the NDP report.

Working Group - LW, NJ, JR to review and make recommendations.

8. **Budget & Grant Application** - to be drawn up by EM & AR.

9. AOB - None

10. **Next Meeting** - 22nd March 2018.